

ITEMS REQUIRED TO OBTAIN BALDWIN COUNTY BUILDING PERMIT

NEW SINGLE FAMILY DWELLING PERMITS: (NON-FLOOD ZONE AREAS)

1. 911 ADDRESS
2. PROPERTY TAX MAP PARCEL NUMBER (OFF TAX BILL)
3. CULVERT PERMIT FOR DRIVEWAY (confirmation that culvert is existing, applied for, not required or not county maintained)
4. HEALTH DEPARTMENT RELEASE OR SEWER RELEASE (**ORIGINAL** RELEASE REQUIRED)
5. WATER RELEASE
6. TWO (2) COMPLETE SETS OF BLUEPRINTS (THREE IF ZONED AREA)
FOR A **METAL BUILDING**, THE FOUNDATION AND BUILDING MUST BE ENGINEER STAMPED
7. PLOT PLAN (INCLUDING PROPOSED AND EXISTING STRUCTURES AND ALL SETBACKS FROM PROPERTY LINES)
8. NAME OF POWER COMPANY
9. APPROVED LAND-USE FORM (WITHIN ZONED AREAS) ***Erosion Control Plan, when in Zoned Area***
10. ADEM permit (**Fort Morgan Peninsula**)
10. INCIDENTAL TAKE PERMIT – U.S. FISH & WILDLIFE (**Fort Morgan Peninsula**)
11. ANY OTHER INFORMATION THIS DEPARTMENT DEEMS NECESSARY.

ADDITIONS, ALTERATIONS, REPAIRS, ACCESSORY BUILDINGS, ETC.:

1. 911 ADDRESS
2. PROPERTY TAX MAP PARCEL NUMBER (OFF TAX BILL)
3. HEALTH DEPARTMENT RELEASE OR SEWER RELEASE (**ORIGINAL** RELEASE REQUIRED)
4. TWO (2) COMPLETE SETS OF PLANS (THREE IF ZONED AREA)
5. TOTAL CONTRACT PRICE IF DOING REPAIRS OR ALTERATIONS
6. PLOT PLAN
7. APPROVED LAND-USE FORM (WITHIN ZONED AREAS) ***Erosion Control Plan, when in Zoned Area***

NEW SINGLE FAMILY DWELLING, MOBILE HOME, ADDITION , ALTERATION, REPAIRS & ACCESSORY STRUCTURE PERMITTING IN FLOOD ZONE AREAS

1. ALL OF THE ABOVE DOCUMENTS PLUS THE FOLLOWING:
 - (A) TBM (TEMPORARY BENCHMARK)
 - (B) FOR V ZONES A “V-ZONE CERTIFICATE”
 - (C) **PRIOR** TO FINAL INSPECTION A “**FINISHED CONSTRUCTION**” ELEVATION CERTIFICATE.
 - (D) BLUEPRINTS MUST BE ENGINEER STAMPED AND SEALED FOR STRUCTURAL COMPONENTS AND APPLICABLE WIND LOADS.
2. FOR PROPERTY IN A *FLOODWAY*, WILL ALSO NEED A “**NO-RISE**” **CERTIFICATE**

****SURVEYORS MUST BE REGISTERED IN STATE OF ALABAMA****

HOW TO OBTAIN THE REQUIRED INFORMATION

1. TAX MAP AND PARCEL NUMBER (WILL BE ON TAX BILL OR CALL YOUR LOCAL REVENUE COMMISSIONERS OFFICE).
FAIRHOPE (251) 928-3002
FOLEY (251) 943-5061
BAY MINETTE (251) 943-5611
2. 911 ADDRESS (CALL 251-947-5911, MUST HAVE PARCEL NUMBER)
3. CULVERT PERMIT FOR DRIVEWAY (FROM BALDWIN CO HIGHWAY DEPT)
FOLEY (251) 972-8530
FAIRHOPE, LOXLEY, ROBERTSDALE, DAPHNE (251) 972-8509
BAY MINETTE, SPANISH FORT, STAPLETON AND STOCKTON (251) 937-6660

IF DRIVEWAY WILL BE ON STATE HIGHWAY CALL THE ALABAMA DEPARTMENT OF TRANSPORTATION (251)937-2086

4. HEALTH DEPARTMENT RELEASE OR SEWER RELEASE
SEWER-CONTACT SEWER COMPANY FOR YOUR AREA
HEALTH DEPARTMENT (251) 947-3618 or (251) 937-6935
5. PLANNING & ZONING DEPT (251)580-1655 EXT 7261
OR (251)972-8523 EXT 2807 or EXT 7260
WEBSITE: WWW.PLANNING.CO.BALDWIN.AL.US

OR

- TOWN OF ELBERTA PLANNING & ZONING (251) 986-6174
TOWN OF MAGNOLIA SPRINGS PLANNING & ZONING (251) 965-9888
6. CORPS OF ENGINEERS PERMIT - WETLAND AREA (251) 694-3776
 7. STATE LANDS DIVISION PERMIT - ANY BALDWIN COUNTY WATERWAYS
(251) 621-1216
 8. U.S. FISH & WILDLIFE SERVICE – (FORT MORGAN PENINSULA)
(251)-441-5787

IF YOU HAVE ANY QUESTIONS OUR OFFICE NUMBERS ARE:

FOLEY (251)943-5061 EXT 2810 Fax (251)972-6820

FAIRHOPE (251)928-3002 EXT 2610 Fax (251)990-4642